

AGRICULTURAL SCIENCE & TECHNOLOGY

Weekly Report for Time Beyond the Normal Academic Year

TO BE FILED WEEKLY - Copy to Superintendent & Building Principal, Copy to Agriculture Dept File (Revised 2001)

| | | | | | | | | | |
|---|---|--|-------------------------|-------------|------|----------------|------|-------|--------|
| High School | | | | | | | | | |
| Instructor | | | | | | Week Beginning | | | |
| | | | | | | ,20 | | | |
| Program Standard 8.5 - Instructor(s) have a written program of activities for time beyond the normal academic year and file weekly reports with administration during this time. A 40-60 day extended contract is recommended. | | | | HOURS SPENT | | | | TOTAL | |
| | | | | Sun. | Mon. | Tues. | Wed. | | Thurs. |
| Instructional Activities: | | | | | | | | | |
| 1 | On-site Supervision of SAE Programs | | | | | | | | |
| 2 | Locate SAE Placement Sites | | | | | | | | |
| 3 | Locate Employment For Program Completers | | | | | | | | |
| 4 | Teaching summer class | | | | | | | | |
| 5 | Visiting Prospective Students | | | | | | | | |
| 6 | Organization and Preparation of Teaching Material | | | | | | | | |
| 7 | Develop or maintain articulation agreements | | | | | | | | |
| 8 | Other Instructional Activity(please list) | | | | | | | | |
| FFA or Leadership Development Activities | | | | | | | | | |
| 9 | FFA Career Development Event (please list) | | | | | | | | |
| 10 | Supervise FFA Members at Local, County or State Fair | | | | | | | | |
| 11 | Developing FFA Chapter Program of Activities | | | | | | | | |
| 12 | Other FFA Activity (please list) | | | | | | | | |
| Professional Improvement Activities | | | | | | | | | |
| 13 | Teacher In-Service Workshops (please list) | | | | | | | | |
| 14 | District or State Agriculture Instructors' Meeting | | | | | | | | |
| 15 | IDPTE Summer Conference | | | | | | | | |
| 16 | Upgrading of Industry Skills (please specify) | | | | | | | | |
| 17 | Other Professional Improvement Activity (please list) | | | | | | | | |
| Department Management Activities | | | | | | | | | |
| 18 | Condition and maintain tools and equipment | | | | | | | | |
| 19 | Data Collection or Report Writing - Local, State and National | | | | | | | | |
| 20 | Office Work, e.g Correspondence, Filing, etc. | | | | | | | | |
| 21 | Conference with Administration | | | | | | | | |
| 22 | Conference with Advisory Committee Members | | | | | | | | |
| 23 | Other Department Management Activity (please list) | | | | | | | | |
| TOTAL HOURS | | | | | | | | | |
| Student Contact Hours & Number Visited | | | | | | | | | |
| Non-Student Hours | | | | | | | | | |
| Miles Traveled (For All Work) | | | | | | | | | |
| Date | | | Signature of Instructor | | | | | | |
| ,20 | | | | | | | | | |